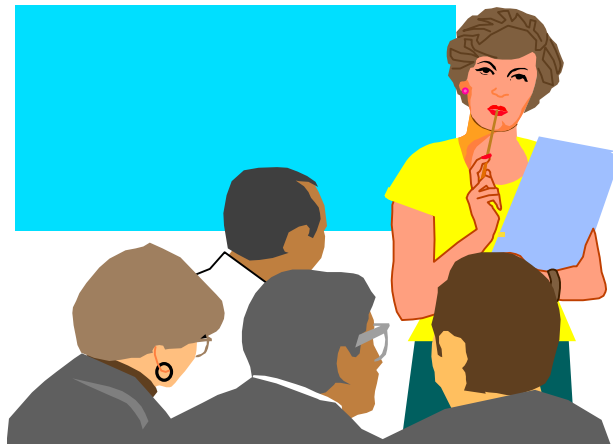


NREL FY 1999 TRAINING CATALOG



Number

NREL 2

Title:

ES&H Orientation

Description: A short video orientating the employee to environmental, safety and health aspects of the job environment at NREL.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: Mike Stewart

Location: SERF Auditorium

Dates: Offered every 1st and 3rd Monday of the month

Number

NREL 4

Title:

Security Orientation

Description: Course covers orientation to NREL and DOE security policies, access control and escort requirements, property procedures, prohibited articles and searches, security clearances, and facility orientation.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: Mike Stewart

Location: SERF Auditorium

Dates: Offered every 1st and 3rd Tuesday of the month

Number
NREL 5

Title:
Fire Extinguisher

Description: This course covers the mechanism of fires, classes of fires and extinguishers, initial response to a fire, operation of a fire extinguisher, and minimizing hazards of incipient fires.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: Mike Stewart

Location: SERF Auditorium

Dates: Offered every 1st and 3rd Tuesday of the month

Number
NREL 6

Title:
Chemical Hazard
Communication

Description: This course covers the contents of the OSHA Hazard Communication Standard, requirements of NREL's Hazard Communication Program, recognizing physical and health hazards of chemicals used in the workplace, chemical labeling, material safety data sheets (MSDS), Chemical inventory, and measures that personnel must take to protect themselves from chemical hazards.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary employee
 - Contractor
- Of the following department
- Research Lab

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: Mike Stewart

Location: SERF Auditorium

Dates: Offered every 1st and 3rd Tuesday of the month

Number

NREL 9

Title:

SCBA

(Self-Contained Breathing Apparatus)

Description: This course covers the contents of NREL's Respiratory Protection Program, a description of respiratory hazards, selection of proper respiratory protection equipment, review of SCBA program, demonstration and operating instructions for Scott SCBA, demonstration by each class member of proficiency in properly donning, wearing, removing, storing, and cleaning the SCBA, and participant certification.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department:
- Research Lab

Frequency:

One time only.

Instructor: Rob Robbins

Location: Varies

Dates: Offered by appointment.

Number

NREL 10

Title:Respiratory Protection
Certification

Description: This course covers NREL's Respiratory Protection Program, recognition and control of respiratory hazards, selection and limitation of respiratory equipment, protection factors of respirators, inspection, cleaning, and proper storage of the respirator, fit test, certification, and issuance of respirator.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department:
- Research Lab

Frequency:

As needed

Instructor: Jodi Donley or Jeannie Cambridge

Location: SERF Auditorium

Dates: Offered by appointment.

Number
NREL 12

Title:
Forklift Safety

Description: This course covers NREL hosting and rigging/forklift program, DOE hoisting and rigging manual, operator training requirements, maintenance, load testing, inspections, and forklift truck operations.

Who Should Attend?

- All NREL Full and Part-time Employee
- All NREL Temporary Employee
Of the following Department:
 - Shipping and Receiving
 - PDU Operators

Frequency:

As Needed

Instructor: Mike Stewart

Location: Varies

Dates: Offered by appointment.

Number
NREL 13

Title:
Hoisting & Rigging

Description: This course covers the specific requirements for safely using H&R equipment at NREL and for documenting assignments made to various internal organizations. The intent of the course is to ensure that all H&R equipment is properly used, inspected, load tested and maintained.

Who Should Attend?

- All NREL Full and Part Time Employee
- All NREL Temporary Employee
- Contractor
Of the following department:
 - Research Lab

Frequency:

One time only.

Instructor: Mike Stewart

Location: Varies

Dates: Offered by appointment.

Number
NREL 16

Title:
Laser Safety

Description: This course covers the fundamentals of lasers, light and optics, laser Hazards, laser safety practices and controls. This is a computer-based training procedure.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following departments:
- Shipping and Receiving
 - PDU Operators

Frequency:

As needed

Instructor: Mike Stewart

Location: Varies

Dates: Offered by appointment.

Number
NREL 17

Title:
Waste Management
Minimization

Description: This course covers waste characterization, hazardous waste handling and disposal practices, special waste handling and disposal practices, waste segregation, record keeping, and waste minimization techniques.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department:
- Research Lab

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: John Eickhoff

Location: SERF Auditorium

Dates: 1st and 3rd Tuesdays of every month.

Number
NREL 19

Title:
Confined Space Entry

Description: This course deals with NREL requirements for safe entry into confined spaces and covers the following main topics: identification and inventory of NREL confined spaces, permit requirements, atmospheric testing, lockout/tagout, ventilation, protective equipment, and warning signs and emergency response.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department
- Facilities Maintenance Personnel

Frequency:

As needed

Instructor: Jodi Donley

Location: Varies

Dates: Offered by appointment

Number
NREL 21

Title:
Fire Extinguisher
Practice

Description: This course is conducted in an exterior setting and allows each participant to extinguish a small fire with a portable extinguisher. The program includes a brief review of information provided in course #5, individual use of an extinguisher, discussion of specific fire extinguishing hazards in laboratories.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

As needed

Instructor: Mike Stewart

Location: SE corner of SERF parking lot

Dates: Offered by appointment

Number
NREL 22

Title:
First Aid Training

Description: This course prepares participants to respond correctly to medical emergencies and covers the following main topics: bleeding and shock, chemical and thermal burns, fractures, dislocations, sprains, and strains, diabetic emergencies, strokes, and excess heat or cold.

Who Should Attend?

- All NREL Full and Part Time Employee
Of the following department:
 - ES&H personnel
 - Protective Force
 - Emergency Response Team
 - PDU operators

Frequency:

Yearly for recertification.

Instructor: American Red Cross Vendor

Location: Varies

Dates: Offered by appointment.

Number
NREL 23

Title:
CPR
(Cardio Pulmonary Resuscitation)

Description: This course prepares participants to respond correctly to life-threatening emergencies. It covers the following main topics: rescue breathing for adults, first aid to a conscious or unconscious adult choking victim, cardiopulmonary resuscitation for adults.

Who Should Attend?

- All NREL All NREL Full and Part Time Employee
Of the following department:
 - ES&H personnel
 - Protective Force
 - Emergency Response Team
 - PDU operators
 -

Frequency:

Yearly for recertification.

Instructor: American Red Cross Vendor

Location: Varies

Dates: Offered by appointment.

Number

NREL 26

Title:Office
Safety/Ergonomics

Description: This course gives an overview of various office hazards and includes a short video, a brief discussion of ergonomics, and a short discussion time.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: Mike Stewart

Location: SERF Auditorium

Dates: Offer every 1st and 3rd Monday of the month.

Number

NREL 27

Title:

Lockout/Tagout

Description: This course covers OSHA lockout/tagout standards, NREL's lockout/tagout policy, lock and key control, and "DO NOT OPERATE" tags.

Who Should Attend?

- All NREL Full and Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

As needed

Of the following departments:

- Research Lab
- Facilities Maintenance
- PDU Operators

Instructor: Mike Stewart

Location: Varies

Dates: Offered by appointment.

Number
NREL 28

Title:
Safe Lifting

Description: This course gives NREL personnel proper techniques for bending, stooping, climbing, and lifting. Spinal anatomy, correct posture, and helpful exercise is reviewed. Special problems are addressed during the question and answer period.

Who Should Attend?

- All NREL Full and Part Time Employee
- All NREL Temporary Employee
- Contractor
- In the following department:
 - Shipping and Receiving,
 - Facilities Maintenance,
 - PDU Operators

Frequency:

As needed

Instructor: Jeanie Cambridge

Location: Varies

Dates: Offered by Appointment.

Number
NREL 31

Title:
BEC/FMT

Description: This course covers the NREL emergency notification system, building fire alarm systems, building evacuation programs, building landlord responsibilities. Fire Marshall program, internal and external emergency response groups, and Laboratory emergency contacts, emergency procedures, public address system, and emergency notification list.

Who Should Attend?

- All FMT/BEC team members in each building

Frequency:

Yearly-required

Instructor: Sue Budden

Location: Varies

Dates: August and September of each year.

Number

NREL 34

Title:Hazardous Material
Transportation

Description: This course covers Department of Transportation (DOT) regulations, placarding requirements, and emergency procedures.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department:
- Shipping and Receiving

Frequency:

As needed

Instructor: Doug Harwood, MRI

Location: Varies

Dates: Offered by appointment.

Number

NREL 39

Title:

Electrical Safety

Description: This course covers a review of NREL's Electrical Safety program, NREL's Electrical safety checklist, Electrical safety-related work practice (OSHA), national electrical code, ground fault circuit interrupters, extension cords, emergency power off (EPO) button.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

One time only and must be taken within the first week at NREL.

Instructor: Mike Stewart

Location: SERF Auditorium

Dates: Offered every 1st and 3rd Monday of the month.

Number
NREL 40

Title:
Drug Awareness

Description: This course gives employees an awareness of chemical dependency, effects of chemical dependency in the workplace, responsibilities of employees and supervisors, and review of the Laboratory's Alcohol and Drug Policy.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee

Frequency:

One time only.

Instructor: Vendors from Employee Assistant Program.

Location: Varies

Dates: Varies (given twice a year).

Number
NREL 42

Title:
Machine Shop Safety

Description: This course covers emergency notification procedures, machine shop (SOP) , lockout/tagout program, hazards of machining equipment, machine guards.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- For the following department:
- Facilities Maintenance, PDU Operators

Frequency:

As needed

Instructor: Mike Stewart

Location: Varies

Dates: Offered by Appointment.

Number

NREL 54

Title:Ergonomics Seminar/
Evaluation

Description: This course attempts to increase employee comfort and productivity by showing how to make one's personal workspace healthier, safer, and more efficient. Presented to groups and/or an individual.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee

Frequency:

As needed

Instructor: Jeannie Cambridge

Location: Varies

Dates: Offered by Appointment.

Number

NREL 56

Title:Radiation Equipment
Safety Orientation

Description: This course NREL's Radiation Safety Program outlines uniform requirements and assigns responsibilities for safely using ionizing radiation-producing equipment. This also includes Radiation Safety Officer (RSO) and Radiation Safety Panel, DOE order 5480.11, "Radiation protection for Occupational Workers", radiation terms and concepts, occupational dose limits and ALARA, radiation dosimetry, NREL requirements for safely using ionizing radiation-producing equipment.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following departments:
- Research Lab

Frequency:

As needed

Instructor: Rob Robbins

Location: Varies

Dates: Offered by Appointment.

Number

NREL 57

Title:Radioactive Material
Safety

Description: NREL's Radiation Safety Program outlines uniform requirements and assigns responsibilities for the safe procurement, use, storage, and disposal of radioactive material such as C-14, P-32, or S-35 radioisotopes in the laboratory. This course covers contents of NREL's Radiation Safety Program, Radiation Safety Officer (SRO) & Radiation Safety Panel, DOE Order 5480.11, "Radiation Protection for Occupational Workers", radiation terms and concepts, occupational dose limits and ALARA, radiation dosimetry and medical surveillance, NREL requirements and responsibilities for safe procurement, use, storage, and disposal of radioactive materials.

Who Should Attend?

- All NREL Full and Part Time Employee
- All NREL Temporary Employee
- Contractor

Of the following departments:

- Research Lab

Frequency:

As needed

Instructor: Rob Robbins

Location: Varies

Dates: Offered by Appointment.

Number

NREL 67

Title:

Diversity

Description: This course covers the following main topics: increasing awareness and appreciation of diversity, understanding racial, cultural, and gender differences, improving group communication, and resolving conflict.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee

Frequency:

As needed

Instructor: Vendor from Employment Assistant Program (EAP).

Location: Varies

Dates: Varies (Given twice a year).

Number

NREL 68

Title:Sexual Harrassment
Training

Description: This course covers NREL's policy on sexual harassment, recognizing, addressing, and preventing Sexual harassment, and impact of Equal Employment Opportunity Laws.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee

Frequency:

As needed

Instructor: Vendor from Employment Assistant Program (EAP).

Location: Varies

Dates: Varies (Given twice a year).

Number

NREL 111

Title:

Construction Safety

Description: This course covers hoisting and rigging, trenching and excavation, walking/working surfaces, scaffolding, ladder and stairs, electrical safety, Hazard communication and confined spaces.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department:
- ES&H

Frequency:

One time only.

Instructor: Mike Stewart

Location: Varies

Dates: Offered by Appointment.

Number

NREL 155

Title:Asbestos Awareness
Training

Description: This course defines asbestos and describes the reasons why it was used so prevalently in the past and defines asbestos containing material (ACM) and explains how asbestos can be identified. It explains the conditions under which asbestos presents a health hazard.

Who Should Attend?

- All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee

Frequency:

As needed.

Instructor: Rob Robbins

Location: Varies

Dates: Offered by Appointment.

Number

NREL 207

Title:

Fall Protection

Description: This course covers how to protect yourself while working in high places, and how to protect yourself from falling.

Who Should Attend?

- All All NREL Full Time Employee
- All NREL Part Time Employee
- All NREL Temporary Employee
- Contractor

Frequency:

As needed.

Instructor: Mike Stewart

Location: Varies

Dates: Offered by Appointment

Number
NREL 290

Title:
Biosafety

Description: This course covers NIH background and philosophy, the organism, BI-1 LS requirements in the PDU, sample handling in the lab, how to sample Fermentors, how to clean up a small spill, and how to clean up a large spill.

Who Should Attend?

- All NREL Full and Part Time Employee
 - All NREL Temporary Employee
 - Contractor
- Of the following department:
- PDU Operator

Frequency:

One time only.

Instructor: Jodi Donley

Location: Varies

Dates: Offered by Appointment.